



10th Annual State of Delaware Hazardous Materials Training Workshop

Planning Committee Meeting #2

Mill Creek Fire Company, Station 21

Tuesday, September 27th, 2016

2:30 PM -4:30

Meeting Minutes

Voting Members Present: (9)

- | | |
|--------------------------|--------------------------------------|
| 1. Jerry Brennan - DSFS | 6. Bill Kelly – Sunoco Logistics |
| 2. Ken Cenci - DNREC | 7. Rebecca Keyser - DNREC |
| 3. Avery Dalton - DEMA | 8. Joe Leonetti –St Francis Hospital |
| 4. Mark Dolan - DNREC | 9. Jake Morente - LEPC NCC |
| 5. Dave Irwin – LEPC NCC | |

A quorum (9) was present

Non-voting Members Present: (2)

1. Tara Chambers – DNREC
2. Miranda Mal - Dover AFB

Bridge-line Members: (2)

1. Mark Evans - 31st CST
2. Chip Stevenson - Sussex County LEPC

1. **Meeting Called to Order** at 2:38 PM by Chairman Irwin.

- a. Chairman Irwin immediately asked for a moment of silence for the two City of Wilmington firefighters who died in the line of duty on Saturday morning September 24, 2016.

Lieutenant Christopher Leach and Senior Firefighter Jerry Fickes

2. **Agenda Approval.** The Chairman asked for any changes or additions to the agenda. None were offered. Motion to Accept the Agenda, Jerry Brennan, 2nd by Joe Leonetti . Unanimous approval, motion passed.
3. **Minutes Approval** from Meeting #1 – August 18th 2016. Minutes were distributed electronically to committee members on August 25th 2016. Chairman Irwin asked if everyone received them and for any changes or corrections. None were offered. Motion by Bill Kelly, 2nd by Joe Leonetti. Approved as submitted. Unanimous approval, motion passed.
4. **Items carried over from meeting #1:**
 - a. Workshop promotional items discussion. Many items were discussed and consensus centered around the following: Insulated travel tumbler (travel thermos) with engraved workshop logo, High quality refillable pen with workshop logo, Backpack with embroidered workshop logo.
 - b. Registration launch date projection. During the week of January 9th, 2017
 - c. Complete event task list. Each line item was discussed and a contact person was assigned.
5. **Update potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8)**
 - a. Advertisement for sponsorship of the workshop meals is included in the workshop vendor/sponsor letter that will be distributed in mid-October by Mill Creek Fire Company.
 - b. Discussion to do something a little different for Friday evening's dinner. Citizen's Hose Ladies Auxiliary has a vendor that specializes in Pig Roasts. After discussion, a motion was made by Jerry Brennan, seconded by Joe Leonetti to pursue a Pig Roast. Unanimous approval, motion passed.

6. **Draft 2017 Program Status and Instructor Update**

Friday 4/7/17 – Course schedule updated by interest and instructor availability.

Session A	Session B	Session C	Session D	Session E
Hospital DECON & Ebola Joe Leonetti	Hazmat by Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Ethanol Safety Seminar BioFuels/ TransCAER
Session F	Session G	Session H	Session I	Session J
Hospital DECON & Ebola Joe Leonetti	Hazmat by Dr. Carrie Poore	Advanced Air Monitoring Frank Docimo	Introduction to CBRNE Miranda Mal	Ethanol Safety Seminar BioFuels/ TransCAER

Saturday 4/8/17 – Course schedule updated by interest and instructor availability.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6
DSP and FBI Chris Ennis Tim Kerstetter	Anhydrous Ammonia Dave Binder	Hazmat by Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	In Suit Emergencies D.S.F.S.
Session 7	Session 8	Session 9	Session 10	Session 11	Session 12
DSP and FBI Chris Ennis Tim Kerstetter	Anhydrous Ammonia Dave Binder	Hazmat by Dr. Carrie Poore	Meters by Frank Docimo	Introduction to CBRNE Miranda Mal	How to make your own Training Props. D.S.F.S

Chairman Irwin read an email forwarded from Avery Dalton regarding instructor Bio Hazard Clean-Up presentation request from Mr. Wray. No one in the room or on the conference speaker was familiar with the company or instructor. More research is required.

7. **Continuing Challenge Brochure, Exhibitor Passport and Course evaluation form** discussion – *due to time constraints, this item was not discussed.*
8. **Any other business** - *due to time constraints, this item was not discussed.*
9. **Next meeting date:** Friday, October 28th, 2016 2:30-4:30 at the Mill Creek Fire Company, Station 21
18. **Adjournment** at 4:33 PM. Motion by Jerry Brennan, 2nd by Ken Cenci. Unanimous approval. Motion Passed.